

DECLASSIFIED  
Authority **AND 55153**  
By **SI NARA** Date **10-13-10**

~~CONFIDENTIAL~~

**CENTRAL INTELLIGENCE AGENCY**  
WASHINGTON, D.C. 20505

10 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. 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.

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

Agency Records Management Officer

Attachments:

- SF 115 38-83, dated 2 Dec 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

~~CONFIDENTIAL~~

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

LEAVE BLANK	
JOB NO	NCI-263-84-7
DATE RECEIVED	12-08-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
2-3-86 <i>Date</i>	<i>Frank B. Bink</i> <i>Archivist of the United States</i>

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

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

2. MAJOR SUBDIVISION  
**38-83**

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 26 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	<span style="border: 1px solid black; display: inline-block; width: 200px; height: 30px;"></span>	TITLE
83/12/2		Agency Records Management Officer
7. ITEM NO.	Periods)	9. SAMPLE OR JOB NO.      10. ACTION TAKEN

	<p>All PERMANENT items in this schedule are arranged chronologically and will be offered to NARS in 5 year blocks when national security considerations permit.</p> <p align="center">FOIA(b)3 - 50 USC 403g Section 6 of the CIA Act of 1949</p>		
1.	<u>Inquiry and Investigation Files.</u>		NCI-263-77-14 Item 18 (No Change)
	DESTROY when 10 years old.		
2.	<u>Management Report Files.</u>		
	a. Annual CIA Financial Report.		NCI-263-77-14 Item 28a (No Change) GRS 16-2a
	PERMANENT. 1953 to present. 3 cubic feet. Annual growth less than 1 cubic foot.		
	THIS DOCUMENT IS CLASSIFIED CONFIDENTIAL IN THE AGGREGATE - INDIVIDUAL PORTIONS ARE UNCLASSIFIED/ FOR OFFICIAL USE ONLY EXCEPT AS MARKED		71 items  WARNING NOTICE INTELLIGENCE SOURCES OR METHODS INVOLVED

115-107

*Cy to Agency 2-04-86, RLT/VIEW*

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

DECL OADR BY SIGNER

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 2/26
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<p>b. Monthly or Quarterly Statement of Financial Condition.</p> <p>(1) Report dated <del>End</del> of Fiscal Year. PERMANENT. 1946 to present. 18 cubic feet. Annual growth less than 1 cubic foot.</p> <p>(2) Other reports plus duplicate copy of report dated End of Fiscal Year. DESTROY 12 years after cutoff. Cut off at end of each fiscal year.</p> <p>c. Status of Allotments and Property Authorization Report. DESTROY 20 years after cutoff. Cut off at end of each fiscal year.</p> <p>d. Status of Funds Advanced by other Government Agencies. DESTROY 20 years after cutoff. Cut off at end of each fiscal year.</p> <p>e. Financial Management <del>Improvement</del> Report. PERMANENT. 1957 to present. 1 cubic foot. Annual growth less than 1 cubic foot.</p> <p>f. Annual Monetary Activity Reports. DESTROY when 5 years old.</p>	<p>NCl-263-77-14 Item 28b (No Change) GRS 16-2b</p> <p>NEW Deviates from GRS 16-10</p> <p>NCl-263-77-14 Item 28c (CHANGE) Deviates from GRS 7-3</p> <p>NCl-263-77-14 Item 28d (CHANGE) Deviates from GRS 7-3</p> <p>NCl-263-77-14 Item 28f (No Change) GRS 16-5</p> <p>NCl-263-77-14 Item 28g (CHANGE)</p>	
3.	<p><u>Overpayment Review Committee Files.</u></p> <p>a. Policy and regulation <del>files</del>. PERMANENT. 1969 to present. Less than 1 cubic foot. Annual growth less than 1 cubic foot.</p>	<p>NCl-263-77-14 Item 13a(1) (No Change) GRS 16-12(a)(1)</p>	

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3.	<p>b. Individual case files. DESTROY 12 years after period of account.</p> <p><del>c. Register of cases. DESTROY when no longer needed for reference.</del></p>	<p>NC1-263-77-14 Item 13a(2) Deviates from GAO Title 8</p> <p>NC1-263-77-14 Item 13a(3) (No Change)</p>	
4.	<p><u>Board of Review for Shortages and Losses Files.</u></p> <p><del>a. Agenda, minutes, and procedural files. PERMANENT. 1954 to present. 1 cubic foot. Annual growth less than 1 cubic foot.</del></p> <p>b. Case files on items presented to Board on shortages and losses of Agency funds. DESTROY when 12 years old.</p> <p><del>c. Annual report of shortages and losses. PERMANENT. 1968 to present. Less than 1 cubic foot. Annual growth less than 1 cubic foot.</del></p> <p>d. Register of shortages and losses. DESTROY when no longer needed for reference.</p> <p>e. Index of shortages and losses cases. DESTROY record on each case 3 years after last action.</p>	<p>NC1-263-77-14 Item 13b(1) (No Change) GRS 16-12b(1)(a)</p> <p>NC1-263-77-14 Item 13b(2) (CHANGE) Deviates from GAO Title 8, p.16)</p> <p>NC1-263-77-14 Item 13b(3)(a) (No Change) GRS 16-12b(1)(a)</p> <p>NC1-263-77-14 Item 13b(3)(c) (No Change)</p> <p>NC1-263-77-14 Item 13b(3)(d) (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.	<p><u>Financial Disclosure Reports Files.</u></p> <p>a. Reports and related documents submitted by individuals as required under the Ethics in Government Act of 1978 (PL 95-521).</p> <p>(1) Records including SF 278A for individuals filing according to Section 201b of the Act, and not subsequently confirmed by the U.S. Senate.</p> <p>DESTROY 1 year after nominee ceases to be under consideration, or when no longer needed in an ongoing investigation, whichever is later.</p> <p>(2) All other records including SF 278.</p> <p>DESTROY when 6 years old or no longer needed in an ongoing investigation, whichever is later.</p> <p>b. All other statements of employment and financial interests and related records.</p> <p>DESTROY 2 years after separation of employee or 2 years after employee leaves the position for which the statement is required.</p>	NEW	
6.	<p><u>Financial Reports Files.</u></p> <p>a. Quarterly Report of DCI Certification of Expenditures.</p> <p>PERMANENT. 1968 to present. 2 cubic feet. annual growth less than 1 cubic foot.</p> <p>b. Certificate of Deposit record.</p> <p>DESTROY 10 years after cutoff. Cut off at end of each fiscal year.</p>	NCL-263-77-14 Item 29a (No Change)	NCL-263-77-14 Item 29b (No Change) Deviates from GRS 6-4

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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
6.	<p>c. U.S. Treasury Statement.</p> <p>DESTROY 10 years after cutoff. Cut off at end of each fiscal year.</p> <p>d. <del>Schedule of Representation and Operational Expenses/Annual.</del></p> <p>PERMANENT. 1962-1978. 1 cubic foot.</p> <p>e. Excise taxes collected.</p> <p>DESTROY 4 years after date of report. (<u>Federal Register</u>, Guide to Records Retention Requirements, Vol.35, no. 37, page 3595.)</p>	<p>NCl-263-77-14 Item 29c Deviates from GRS 6-4</p> <p>NCl-263-77-14 Item 29d (No Change)</p> <p>NCl-263-77-14 Item 29e (No Change)</p>	
7.	<p><u>Interagency Coordination on Financial Matters Files.</u></p> <p>a. Original copy of basic interagency agreements.</p> <p>PERMANENT. 1951 to present. 1 cubic foot. annual growth less than 1 cubic foot.</p> <p>b. Interagency sub-agreements.</p> <p>DESTROY 12 years after period of account.</p> <p>c. Station cost record for integrees.</p> <p>DESTROY 56 years after cutoff. Cut off at end of each fiscal pay year.</p>	<p>NCl-263-77-14 Item 21 (CHANGE)</p> <p>NCl-263-77-14 Item 21 (CHANGE) Deviates from GAO Title 8</p> <p>NEW GRS 2-1</p>	
8.	<p><u>Delegation of Authority Files.</u></p> <p>DESTROY 20 years after cutoff. Cut off at end of calendar year in which authority is rescinded.</p>	<p>NCl-263-77-14 Item 25 (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
9.	<u>Certifying Officers and Agent Cashiers Files.</u>  DESTROY 20 years after cutoff, providing destruction of original headquarters and field accounting has been completed. Cut off at end of each fiscal year.	NC1-263-77-14 Item 26	(CHANGE)
10.	<u>Imprest Authorization Files.</u>  DESTROY 12 years after cutoff. Cut off at end of each fiscal year.	NC1-263-77-14 Item 27	(CHANGE)
11.	<u>Claims Authorization Files.</u>  a. Case files on tort claims and other miscellaneous claims. (Original documents authorizing payment are attached to posting voucher (Item 18 below)).  DESTROY when 6 years and 3 months old.  b. Overseas <del>medical</del> claims.  Attach record of payment to posting voucher (Item 18 below).	NEW  NC1-263-77-14 Item 87	(No Change)
12.	<u>Computer Documentation of Original Financial Entries Files.</u>  a. Computer documentation that serves as an index to the financial vouchers.  DESTROY microfilm when 20 years old. DESTROY paper copies upon verification of microfilm.	NC1-263-77-14 Item 31 Deviates from GRS 7-2, GRS 7-3	(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
12.	b. All other computer documentation of original financial entries.  DESTROY microfilm when 10 years old. DESTROY paper copies upon verification of microfilm.	NC1-263-77-14 Item 31 Deviates from GRS 7-2,	(No Change) from GRS 7-3
13.	<del>Computer Documentation Used Only as Working Tools.  DESTROY old listing monthly when new listing received.</del>	NC1-263-77-14 Item 32	(No Change)
14.	<del>Outstanding Delinquent Accounts Analysis Files.  DESTROY terminated files 2 years after settlement.</del>	NC1-263-77-14 Item 86	(No Change)
15.	<u>Allotment Advices Files.</u>  DESTROY microfilm 10 years after cutoff. Cut off when 6 months have accumulated. DESTROY paper copies upon verification of microfilm.	NC1-263-77-14 Item 34 deviates from GRS 7-3	(No Change)
16.	<del><u>Original Obligation Documents Files.</u>  DESTROY when 3 years old.</del>	NC1-263-77-14 Item 34 GRS 7-4a	(No Change)
17.	<u>Monetary Management Records Files.</u>  a. Monetary daily records.  DESTROY 12 years after period of account.  b. Payments by U.S. Treasury Checks.  DESTROY when 1 year old.	NC1-263-77-14 Item 35  NEW	(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
18.	<u>Capital Transfers Affecting Field Stations and Domestic Banks Files.</u>  DESTROY 1 year after audit.	NC1-263- Item 36	77-14 (CHANGE)
19.	<u>Currency Shipments and Receipts Files.</u>  DESTROY 2 years after audit.	NC1-263- Item 37	77-14 (CHANGE)
20.	<u>Station Bank Account Files.</u>  a. <del>Headquarters</del> file. DESTROY when 2 years old.  b. File received from field stations. DESTROY 6 years and 3 months after period of account.	NC1-263- Item 38a	77-14 (No Change)
21.	<u>Official Commercial Bank Files.</u>  DESTROY 2 years after audit.	NC1-263- Item 43	77-14 (CHANGE)
22.	<u>Reconciliation Sheets - Cash, Bank Cashiers Checks, Custodian Inventory Files.</u>  DESTROY upon completion and resolution of annual audit.	NC1-263- Item 44	77-14 (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
23.	<u>U.S. Treasury Check Files.</u>  a. Carbon copy of U.S. Treasury check listing covering the period October 1946 to December 1951.  DESTROY when final authorization for disposal is received from Treasury Department.  b. Duplicate copies of U.S. Treasury salary checks and related indices on microfilm.  DESTROY when checks are reconciled in accordance with Treasury Regulations.  c. Closed case files on lost Treasury checks.  DESTROY when 2 years old.  d. Microfilm Index Card.  DESTROY when checks are reconciled in accordance with Treasury Regulations.	NEW  NC1-263-77-14 Item 45 (No Change)  NEW  NEW	
24.	<u>Schedule of Station Balances and Disbursements Files.</u>  DESTROY when 2 years old.	NC1-263-77-14 Item 39 (No Change)	
25.	<u>Monetary Special Case Files.</u>  DESTROY 10 years after case is closed.	NC1-263-77-14 Item 40 (CHANGE)	
26.	<u>Bank Account Files.</u>  DESTROY 1 year after audit.	NC1-263-77-14 Item 41 (CHANGE)	



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28.	<p>d. Negotiated contracts for moving, storage, and related services. DESTROY 2 years after expiration of contract.</p> <p>e. Individual case files for employees with exceptional HHE charges. DESTROY when case is closed.</p> <p>f. Cost factor payment for household effects, air freight, and airline tickets. DESTROY when no longer needed for reference.</p> <p>g. Travelers checks.  (1) Seller's copy of the application. DESTROY when 3 years old.  (2) Checks on hand. DESTROY when 1 year old.</p>		
29.	<p><u>Original Posting Vouchers Files (Including CONIF).</u> (Site Audit Records)</p> <p>a. Paper records created prior to October 1, 1976. DESTROY 20 years after period of account.</p> <p>b. Microfilm copies of records created on or after October 1, 1976, under General Accounting System. DESTROY when 20 years old.</p>	<p>NCl-263-77-14 Item 47a&amp;b (CHANGE) Deviates from GRS 6-1</p> <p>NCl-263-77-14 Item 47c (CHANGE) Deviates from GRS 6-1</p>	

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29.	c. Paper copies of records that have been microfilmed.  DESTROY when 3 years old or upon completion and resolution of audit, whichever is earlier.	NEW	
30.	<u>Original Miscellaneous Bureau Vouchers and Supporting Documents Files.</u> (Site Audit Records)  DESTROY 12 years after period of account.	NCl-263-77-14 Item 48 Deviates from GRS 6-1	(CHANGE)
31.	<u>Station and Project Accountings Files.</u> (Site Audit Records)		
	a. Accountings which contain indigenous payroll, or may contain such but have not been screened.  DESTROY when 56 years old.	NCl-263-77-14 Item 49a GRS 2-1	(No Change)
	b. Accountings not containing indigenous payroll.  DESTROY paper or microfilm 20 years after period of account.	NCl-263-77-14 Items 49b & 50 (CHANGE) Deviates from GAO Title 8	
	c. Non-appropriated funds accountings, such as overseas clubs.  DESTROY 6 years and 3 months after close of account.	NEW	
32.	<u>Station Financial Accounting Ledgers - Books of Original Entry.</u>		
	a. Voucher Register and Control Journal.  DESTROY when 10 years old.	NCl-263-77-14 Item 51a GRS 7-2	(No Change)

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32.	<p>b. Subsidiary ledgers.</p> <p>(1) Expense and Obligation Subsidiary Ledger; Cash on Hand Subsidiary Ledger.</p> <p>DESTROY 3 years after close of account or when field audit is completed and resolved, whichever is sooner.</p> <p>(2) All others.</p> <p>DESTROY 1 year after close of account or when field audit is completed and resolved, whichever is sooner.</p>	<p>NCl-263-77-14 Item 51b(1) (CHANGE) Deviates from GRS 7-4</p> <p>NCl-263-77-14 Item 51b(2) (CHANGE)</p>	
33.	<p><u>Completed and Terminated Procurement Contract Files.</u> (Site Audit Records)</p> <p>DESTROY 12 years after close of fiscal year.</p>	<p>NCl-263-77-14 Item 52 (CHANGE) Deviates from GAO Title 8</p>	
34.	<p><u>Contract Audit Control Records Files.</u></p> <p>a. Basic contract record.</p> <p>Transfer to contract file (Item 33 above) upon completion or termination of contract.</p> <p>b. Task order records.</p> <p>DESTROY 12 years after close of fiscal year.</p>	<p>NCl-263-77-14 Item 53a (No Change)</p> <p>NCl-263-77-14 Item 53b (CHANGE) Deviates from GAO Title 8</p>	
35.	<p><u>Documents Used as Posting and Control Media, Subsidiary to General and Allotment Ledgers.</u></p> <p>DESTROY 12 years after close of fiscal year.</p>	<p>NCl-263-77-14 Item 54 (CHANGE) Deviates from GAO Title 8</p>	

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36.	<del><u>Tax Exemption Certificate Files.</u></del> DESTROY 3 years after period covered by related account.	NCl-263-77-14 Item 55 GRS 3-13	(No Change)
37.	<del><u>Contracting Officers Files.</u></del> DESTROY when no longer needed for reference.	NCl-263-77-14 Item 56	(No Change)
38.	<u>Project Case Files.</u> DESTROY 12 years after cutoff. Cut off at end of each fiscal year.	NCl-263-77-14 Item 57 Deviates from GAO Title 8	(CHANGE)
39.	<del><u>Protective Documents for Project Case Files.</u></del> Transfer to office of record having jurisdiction over project upon change in custodians or upon termination of project for incorporation in project files.	NCl-263-77-14 Item 58	(No Change)
40.	<u>Commercial Contract Audit Files.</u>  a. Commercial systems contracts files.  (1) Auditors working files. DESTROY when no longer needed for reference.  (2) Special audit reports. DESTROY 6 years and 3 months after contracts are renegotiated.  b. Contractor continuing case files. DESTROY when no longer needed for reference.	    NCl-263-77-14 Item 59a(1) (No Charge)  NCl-263-77-14 Item 59a(2) (CHANGE)  NCl-263-77-14 Item 59b (No Change)	

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40.	<p><del>c. Commercial Systems Proposals Files.</del></p> <p>Screen annually and DESTROY material no longer needed.</p> <p>d. Completed Commercial Contract Binders.</p> <p>DESTROY when no longer needed for reference.</p> <p>e. Commercial Systems Audit Report Case Files.</p> <p>(1) Final audit reports.</p> <p>DESTROY 6 years and 3 months after cutoff. Cut off at end of fiscal year in which closing statement is received.</p> <p>(2) Advisory reports on audits of indirect expense allocation rates and working papers.</p> <p>DESTROY 6 years and 3 months after cutoff. Cut off at end of fiscal year in which audit completed.</p> <p>(3) Analysis of cost proposals reports.</p> <p>DESTROY 6 years and 3 months after cutoff. Cut off at end of each fiscal year.</p>	<p>NC1-263-77-14 Item 59c</p> <p>NC1-263-77-14 Item 59d</p> <p>NC1-263-77-14 Item 59e</p>	<p>77-14 (No Change)</p> <p>77-14 (No Change)</p> <p>77-14 (CHANGE)</p>
41.	<p><u>Voluntary Investment Plan Files.</u></p> <p>a. Current Status Report and Activity Status report.</p> <p>DESTROY upon receipt of Quarterly Activity Report.</p> <p>b. Quarterly Activity Report.</p> <p>DESTROY upon receipt of Annual Activity Report.</p>	<p>NC1-263-77-14 Item 60</p>	<p>77-14 (No Change)</p>

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41.	<p>c. Annual Activity Report.</p> <p>DESTROY microfilm when 56 years old. DESTROY paper copies upon verification of microfilm.</p> <p>d. General Ledger and handwritten Book of Original Entry.</p> <p>DESTROY 10 years after cutoff. Cut off at end of each fiscal year.</p> <p>e. Journal Vouchers and supporting details.</p> <p>DESTROY microfilm 10 years after cutoff. Cut off when 6 months have accumulated. DESTROY paper copies upon verification of microfilm.</p> <p>f. Finance and activity reports to management.</p> <p>DESTROY microfilm 10 years after cutoff. Cut off when 6 months have accumulated. DESTROY paper copies upon verification of microfilm.</p> <p>g. Tax returns and supporting data.</p> <p>DESTROY microfilm 10 years after cutoff. Cut off when 6 months have accumulated. DESTROY paper copies upon verification of microfilm.</p> <p>h. Confirmation statements issued by custodian banks or mutual fund management, bank statements, and cancelled checks.</p> <p>DESTROY when 6 years and 3 months old.</p>	GRS 2-1	
42.	<p><u>Individual Earnings Records and Cumulative Earnings Records Files.</u> (Site Audit Records)</p> <p>a. CACER (Current and Cumulative Earnings Record) on biweekly payroll, by employee number, on COM or paper.</p>	NCL-263-77-14 Item 61	(No Change)

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42a.	<p>(1) Records for pay periods 1 through 26. DESTROY 1 year after cutoff. Cut off at end of each pay year.</p> <p>(2) Records for final pay period of year, cumulative for entire year. DESTROY 56 years after cutoff. Cut off at end of each pay year.</p> <p>b. Individual Earnings Records on four-week and monthly payrolls, including FBIS indigenous. DESTROY 56 years after cutoff. Cut off when employee terminates.</p>	GRS 2-1	
43.	<p><u>Contracts, Personal Service Agreements, Individual Earnings Records, and Pay Cards on 4-week, Monthly, and FBIS Indigenous Payrolls Files.</u></p> <p>DESTROY 56 years after cutoff. Cut off at end of each calendar year.</p>	NCl-263-77-14 Item 62 GRS 2-1	(No Change)
44.	<p><u>Joint Publication Research Service Files.</u></p> <p>a. Claims for services, statistics, reports, duplicates of schedules showing payments. (Site Audit Records) DESTROY 20 years after cutoff. Cut off at end of each calendar year.</p> <p>b. Personal contracts, earnings statements beginning in 1972, and records of hours worked if no earnings record maintained. DESTROY 56 years after cutoff. Cut off at end of each calendar year.</p>	NCl-263-77-14 Item 63 NEW GRS 2-1	(CHANGE) Deviates from GRS 6-1



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47.	<p><u>Leave Records Files.</u></p> <p>a. Master leave records for biweekly and FBIS payrolls cumulative by leave period each year (in lieu of leave cards), and reflecting accumulated leave upon separation. Maintained in microfilm.</p> <p>DESTROY 10 years after cutoff. Cut off at end of each leave year.</p> <p>b. Leave cards for four-week payroll.</p> <p>File in employee payroll file (Item 46 above).</p> <p>c. Leave adjustments - "900's".</p> <p>DESTROY 10 years after cutoff. Cut off at end of each leave year.</p>	<p>NCl-263-77-14 Item 66b (No Change) Comptroller General Letter 2dla</p> <p>NCl-263-77-14 Item 66c (No Change)</p> <p>NCl-263-77-14 Item 66d (CHANGE)</p>	
48.	<p><u>Time and Attendance (Leave) Reports Files.</u></p> <p>DESTROY 4 years after cutoff. Cut off at end of each pay year.</p>	<p>NCl-263-77-14 Items 67 &amp; 71 (CHANGE)</p>	
49.	<p><u>Compensation Master Files.</u></p> <p>DESTROY 10 years after cutoff. Cut off at end of each pay year.</p>	<p>NCl-263-77-14 Item 68 (No Change) Item 72 (CHANGE)</p>	
50.	<p><u>Automated Payroll Ledgers and Listings Files.</u></p> <p>a. Biweekly payrolls (COM), normals (COM), check issue by employee number (COM), and check issue by fan with related certification sheets (microfilmed). (Site Audit Records)</p> <p>DESTROY microfilm 10 years after cutoff. Cut off at end of each pay year. DESTROY paper copies upon verification of microfilm.</p>	<p>NCl-263-77-14 Item 69a(1) (No Change) Deviates from GRS 2-13b(1)</p>	

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Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
			20/26
50.	<p>b. Original overseas FBIS payrolls. (Site Audit Records)</p> <p>(1) Payrolls for U.S. citizens beginning 19 Dec 1965 and indigenous personnel beginning 9 Dec 1973. Earnings records maintained separately. DESTROY when 10 years old.</p> <p>(2) Foreign payroll for U.S. citizen personnel from Jul 1956 through 18 Dec 1965. Individual earnings record not maintained separately. DESTROY when 56 years old.</p>	<p>NC1-263-77-14 Item 69a(2) (No Change)</p> <p>NEW</p>	
	<p>c. Pay control files. (Site Audit Records)</p> <p>DESTROY microfilm 10 years after cutoff. Cut off at end of each pay year. DESTROY paper copies upon verification of microfilm.</p>	<p>NC1-263-77-14 Item 69b (No Change)</p>	
51.	<p><u>Payroll Control Documents Files.</u></p> <p>DESTROY when 3 years old.</p>	<p>NC1-263-77-14 Item 70 (No Change) GRS 2-11a, GRS 2-15a</p>	
52.	<p><u>Current Restored Leave Files.</u></p> <p>File completed record in employee payroll file (Item 45 above).</p>	<p>NC1-263-77-14 Item 73 (No Change)</p>	
53.	<p><u>Special Payroll Ledgers and Listings Files.</u></p> <p>a. Record copy of computer Check and Counter Check Listing. DESTROY when 12 years old.</p>	<p>NC1-263-77-14 Item 74 (No Change)</p> <p>Deviates from GRS 2-13b(1)</p>	

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 21/26
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
53.	<p>b. Check Issue Listing.</p> <p>Attach record copy of SF 1166 and hand carry to disbursing office. DESTROY other copies when 1 year old.</p> <p>c. Payroll Journal.</p> <p>Attach record copy to posting voucher (Item 29 above). DESTROY other copies when no longer needed for reference.</p> <p>d. Payroll Ledgers.</p> <p>(1) Pay Period 1 through 12.</p> <p>DESTROY when superseded.</p> <p>(2) Pay Period 13.</p> <p>DESTROY when 1 year old.</p> <p>e. Budget and Expense Listing, Alphabetical Listing of Credit Union Deductions, Other Deduction Listing, and Recapitulation of Pay This Period.</p> <p>Attach record copy to posting voucher (Item 29 above). DESTROY other copies when no longer needed for reference.</p>		
54.	<p><u>Counter Checks Files.</u></p> <p>DESTROY 20 years after cutoff. Cut off every 6 months consistent with the date of pay period closest to end period.</p>	NC1-263-77-14 Item 75 (CHANGE)	

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Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 22/26
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
55.	<p><u>Designation of Beneficiary Files.</u></p> <p>a. Record copy of SF 1152, Designation of Beneficiary, Unpaid Compensation Due a Deceased Employee.</p> <p>If used, file in employee payroll case file. See Item 46. If not used, DESTROY 6 months after separation of employee.</p> <p>b. Record copy of SF 2808, Designation of Beneficiary, Civil Service Retirement System.</p> <p>DESTROY when superseded, or transfer to Civil Service Commission with SF 2806 upon transfer or separation of employee.</p>	NCl-263-77-14 Item 76	(No Change)
56.	<p><u>Special Project Case Files.</u></p> <p>DESTROY 12 years after cutoff. Cut off at end of each calendar year.</p>	NCl-263-77-14 Item 77	(No Change)
57.	<p><u>Statement of Income Taxes Withheld Files.</u></p> <p>a. Record copy of Internal Revenue Form W-2.</p> <p>DESTROY when 4 years old.</p> <p>b. Record copy of withholding tax for all employees each pay year, cumulative by pay period.</p> <p>DESTROY microfilm 10 years after cutoff. Cut off at end of final pay period each year. DESTROY paper copies upon verification of microfilm.</p>	NCl-263-77-14 Item 78a	(CHANGE)
		GRS 2-18b	
		NCl-263-77-14 Item 78b	(No Change)
58.	<p><u>Tax Reports Files.</u></p> <p>DESTROY 4 years after cutoff. Cut off at end of each calendar year.</p>	NCl-263-77-14 Item 79	(CHANGE)
		GRS 2-18c	

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 23/26
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
59.	<del>Payments of Liabilities to Other Organizations Files.</del> DESTROY when 3 years old.	NCl-263-77-14 Item 80 (No Change) GRS 2-22	
60.	CIA Retirement and Disability System (CIARDS) Files.  a. Subsidiary listings.  (1) Monthly Participants Equity Report.  (a) Monthly reports other than December. DESTROY upon annual reconciliation.  (b) December reports (cumulative). DESTROY 2 years after date of report providing audit has been completed.  (2) Monthly Check Issue Listing.  DESTROY microfilm 12 years after cutoff. Cut off at end of each recording year. DESTROY paper copies upon verification of microfilm.  (3) Monthly Journal Vouchers.  DESTROY 12 years after cutoff. Cut off end of each calendar year.  b. CIARDS Accumulated Earnings Records Ledger and Pay Period Journal.  DESTROY microfilm 56 years after cutoff. Cut off at end of each pay year. DESTROY paper copies upon verification of microfilm.	NCl-263-77-14 Item 81a(1)(a) (No Change)  NCl-263-77-14 Item 81a(1)(b) (CHANGE)  NCl-263-77-14 Item 81a(2) (No Change)  NCl-263-77-14 Item 81a(3) (No Change)  NCl-263-77-14 Item 81b (No Change)	

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 24/26
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
60.	c. CIARDS case files.		
	(1) Active participants. When status changes, transfer to Item 60c(2), (3), (4), or (5) as appropriate.	NCl-263-77-14 Item 81c(1) (No Change)	
	(2) Retired and Survivor Annuitants. Upon death of employee, transfer to Item 60c(5).	NCl-263-77-14 Item 81c(2) (No Change)	
	(3) Deferred Annuitants. When individual becomes eligible for payment, transfer to Item 60c(2), (4), or (5) as appropriate.	NCl-263-77-14 Item 81c(3) (No Change)	
	(4) Resigned Participants. DESTROY 96 years after cutoff. Cut off at end of fiscal year in which lump sum payment completed. (PL 94-183)	NCl-263-77-14 Item 81c(4) (CHANGE)	
	(5) Death cases.	NCl-263-77-14 Item 81c(5) (CHANGE)	
	(a) When there are no survivors. DESTROY when 1 year old.		
	(b) When there are survivors. DESTROY 96 years after cutoff. Cut off at end of fiscal year in which death occurred. (PL 94-183)		

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 25/26
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
61.	<p><u>CSC and CIARDS Reports and Registers Files.</u></p> <p>a. Duplicate copies of register used in transmitting retirement cards to Civil Service or CIARDS rolls upon termination of Agency employment.</p> <p>DESTROY microfilm 96 years after cutoff. Cut off at end of each pay year. DESTROY paper copies upon verification of microfilm. (PL 94-183)</p> <p>b. CSC and CIARDS retirement deductions for all Agency employees.</p> <p>DESTROY microfilm 96 years after cutoff. Cut off at end of each pay year. DESTROY paper copies upon verification of microfilm. (PL 94-183)</p>	NCl-263-77-14 Item 82	(No Change)
62.	<p><u>Individual Retirement Records Cards on Terminated Employees Files.</u></p> <p>a. Civil Service Individual Retirement Record (SF 2806) and Application for Refund of Civil Service Equity (SF 2802)</p> <p>Transfer to the Office of Personnel Management upon separation of employee.</p> <p>b. Direct Refunds (SF 2806) and proof of payment including interest. (OPM)</p> <p>Place original paper copy in terminated case file (Item 46 above) upon separation of employee.</p> <p>c. CIARDS Individual Retirement Record (Form 3114), Application for Refund of CIARDS Equity (Form 3116), Direct Refunds (Form 3114), and proof of payment including interest, if applicable.</p> <p>Place original paper copy in CIARDS case file (Item 60c above) upon separation of employee.</p>	NCl-263-77-14 Item 82  NEW  NCl-263-77-14 Item 82	(No Change)    (NO Change)

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 26/26
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
63.	<u>CIARDS Financial Statements Files.</u>  PERMANENT. 1965 to present. 3 cubic feet. Annual growth less than 1 cubic foot.	NCl-263-77-14 Item 84	77-14 (No Change)
64.	<u>Final Clearance and Collection Files.</u>  a. Uncollectible cases forwarded to the General Accounting Office or the Department of Justice for settlement; uncollectible cases charged off to expense due to security and operational factors in accordance with Agency regulations.  DESTROY 20 years after cutoff. Cut off when case is closed.  b. Cases for which collections or payments have been effected.  Attach documentation to posting voucher that effects final action (Item 29 above).	NCl-263-77-14 Item 85a  NCl-263-77-14 Item 85b(2)	77-14 (CHANGE)  (No Change)
65.	<u>Financial Analysis Number (FAN) Directories and Dictionary of FAN Accounts.</u>  DESTROY when 20 years old.	NCl-263-77-14 Item 8	77-14 (CHANGE)
66.	<u>Reference Card Files.</u>  DESTROY when superseded, obsolete, or no longer needed.	NCl-263-77-14 Item 11	77-14 (No Change)
67.	<u>Property Financial Accountability Records.</u>  DISCONTINUED. Files destroyed.	NCl-263-77-14 Item 51c	77-14 (CANCEL)
68.	<u>Collection Case Files for Which Collections or Payments Have Been Effected.</u>  DISCONTINUED. Files destroyed.	NCl-263-77-14 Item 85b	77-14 (CANCEL)

**APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST**

JOB NUMBER  
NC1-263-84-7

**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 2a, 2b(1), 2e, 3a, 4a, c, 6a, d, 7a, 63.

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>L.C. Jager</i>	1-14-86
	Appraisal and DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Kenneth F. Rossman</i>	1-14-86
CON- CURRENCES	Director, Military Archives Division	<i>Danny Rya</i>	1-21-86

**SECTION III - APPRAISER'S COMMENTS**

The attached SF115, Request for Records Disposition Authority, submitted by the Central Intelligence Agency(CIA), covers records of its Office of Finance(OF).

This request updates the disposition of OF records approved in Job No. NC1-263-77-14. This request proposes 30 changes in the retention periods for temporary records previously authorized for disposal(mainly keeping site audit records longer than GAO standards). It cites 26 deviations from retention periods authorized in the General Records Schedules (GRS)and/or GAO Title 8, and adds 15 new items 6 of which are authorized for disposal by the GRS cited in column 9, SF115. CIA has certified that proposed changes/deviations are required in carrying out current business.

This request also contains the volume, dates of coverage, and estimated annual accumulation of OF records 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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By **ST NARA** Date **10-13-10**

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Washington, DC 20408

Date : September 12, 1988  
Reply to  
Attn of : NIR

Subject : Appraisal of records covered in Job No. NC1-263-84-7 ( 71 items )  
To : Director, Records Appraisal and Disposition Division ( NIR )

Enclosed is subject records disposition request submitted by the Central Intelligence Agency(CIA) covering records of the Office of Finance(OF). OF is a facilitative or housekeeping component of the agency organizationally placed under the Directorate for Administration.

The Office of Finance is responsible for administering the financial operations of the CIA. The tasks include development and maintenance of accounting systems; establishment and supervision of financial regulations and procedures; performance of administrative, internal, and industrial audits; funding and disbursing, and payroll administration; and budget formulation and execution for CIA activities.

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 request updates the disposition of OF records in approved Job NC1-263-77-14. It proposes changes(mostly reductions)in the retention periods for 30 temporary record items previously authorized for disposal. The request also lists 26 items the disposition of which deviate from retention periods authorized in the General Records Schedules(GRS)and/or GAO Title 8. This updated schedule contains 15 new items 6 of which are authorized for disposal under the GRS cited in Column9, (see enclosed list of affected items and also cross-reference of permanent items in old/new schedules).

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 accumulation has been added to permanent items.

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Classified by R. C. Tagge, (NIRM)  
DECL/OADR, Derived from Job  
No. NC1-263-84-7

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This job requires appraisal of 9 new items. NARA approval is also required for agency requests for changes in retention periods of records previously authorized for disposal, and for deviations from GRS standards. Please see enclosed CIA reasons for retention changes and/or deviations. These changes/ deviations, which the agency certifies are required in carrying out current business, should be approved.

CIA does not submit records schedules to GAO that contain records requiring site-audit. Authority to audit agency financial records for disposition standards was granted to CIA by the Comptroller General of the United States in a (classified) letter dated November 1967. This review function is carried out by CIA's internal audit staff in strict compliance with the provisions therein.

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

#### NEW ITEMS

Item 11a. Claims Authorization Files. These are employee small claims for payment. All such claims are settled within the 6 year 3 month retention period. These routine transactions do not appear to warrant continued preservation.

Item 17b. Monetary Management Records Files. These payments by U.S. Treasury checks are the carbon copy of SF1166 payments for services provided to agencies. Continued preservation does not appear warranted.

Item 23a consists of the carbon copy of U.S. Treasury check listings for varying periods. Treasury Department issues final authorization for disposal. Sometimes there are lengthy delays in granting this due to outstanding checks which cannot be identified. Item 23c records are simply the case files on lost treasury checks. Checks are sometimes lost in the mail, by individuals, agencies, natural disasters, etc.. Item 23d microfilm index card is Treasury Form RO1056 filmed and provided by Treasury to agencies. Disposal is in accordance with reconciliation rules in Treasury Regulations. The foregoing financial transactions in this item do not appear to warrant continued preservation.

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Item 29c, consists of the paper copies(nonrecord)of vouchers that have been microfilmed. Disposal should be as indicated.

Item 31c, Non-appropriated fund accountings, such as overseas clubs. These involve consolidated employee activity funds the accounting of which are disposed of after reconciliation of funds involved. Overseas clubs no longer exist.

Item 50b(2). Overseas Foreign Broadcast Information Service(FBIS) payroll records are retained for 56 years to satisfy legal requirements relating to potential claims, after which they do not appear to warrant continued preservation.

Item 62b. This Standard Form and proof of payment is placed in the terminated employee case file for disposition under item 46.

Items 67 & 68 have been canceled and the records disposed of under the authorities cited in Column 9, SF115. The agency does not anticipate that these kinds of records will be recreated in the future.

Concur in the change of item 8 which pertains to delegation of authority files, i. e. Forms containing the designation and signature of individuals authorized to sign payment vouchers. The Directorate of Finance designates these individuals as personnel changes occur. Since vouchers containing the signatures of delegated persons are destroyed when 20 years old, there is no need for the agency to maintain the related delegation of authority file 20 years after such authority has been rescinded. Any delegation of authority file or voucher involved in litigation or other claims action, however, is not destroyed until such transactions are completely settled, as required by item 5d, Job No. NC1-263-85-1.

Concur in change of item 64a making disposition consistent with item 64b. The uncollectable cases sent to GAO or Department of Justice are returned to the agency after settlement. These are placed in item 64b which calls for attaching the settlement documentation to the final posting voucher in item 29 under which the microfilm copy is authorized for disposal when 20 years old.

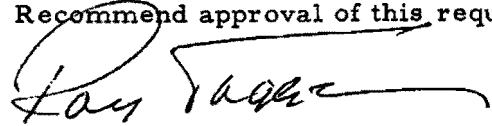
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Records in this schedule were discussed with Dr. Krauskopf(NNM)at a meeting  
on July 31, 1985.

This job should be sent to NNM for comment.

Recommend approval of this request.



RAYMOND C. TAGGE  
NIRM/Staff

Encl

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REASONS FOR CHANGES FROM OLD SCHEDULE AND DEVIATIONS FROM GRS

Schedule 38-83

- Item 2b(2) GRS says destroy 6 months after final action on the project report or 3 years after completion of report if no action taken. Agency says destroy 12 years after cutoff. Cut off at end of each fiscal year. Needed longer for current business.
- Item 2c Changed from destroy when 10 years old to destroy 20 years after cutoff. Cut off at end of each fiscal year. Needed longer for current business. Deviates from GRS for same reason.
- Item 2d Same as Item 2c.
- Item 2f Changed from destroy 10 years and 3 months after period of account or 6 years and 3 months after period of account to destroy when 5 years old. Not needed longer for current business.
- Item 3b Same as 4b below.  
Item 4b Changed from destroy when 6 years and three months old to destroy when 12 years old. Needed longer for current business.
- Item 6b GRS says destroy when 3 years old. Agency says destroy 10 years after cutoff. Cut off at end of each fiscal year. Needed longer for current business.
- Item 6c Same as Item 6b above.
- Item 7a Changed from destroy 10 years and 3 months after period of account to permanent. The Office of Finance thinks that the basic agreements should be permanent.
- Item 7b Changed from destroy 10 years and 3 months after period of account to destroy 12 years after period of account. Needed longer for current business.
- Item 8 Changed from permanent to destroy 20 years after cutoff. Cut off at end of calendar year in which authority is rescinded. Files contain designations and signatures of individuals authorized to sign vouchers. Vouchers are destroyed when 20 years old. See Item 29.
- Item 9 Changed from destroy 10 years and 3 months or 6 years and 3 months old providing destruction of corresponding original and field accountings has been completed to destroy 20 years after cutoff (cut off at end of each fiscal year), providing destruction of original headquarters and field accounting has been completed. Needed longer for current business.

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- Item 10 Changed from destroy when 10 years and 3 months old or when 6 years and 3 months old to destroy 12 years after cutoff. Cut off at end of each fiscal year. Needed longer for current business.
- Item 12a Changed from destroy when 10 years old to destroy when 20 years old. File serves as index to financial vouchers which are kept for 20 years. See Item 29. Deviates from GRS for same reason.
- Item 12b GRS says destroy 6 years and 3 months after the close of the fiscal year involved. Agency says destroy when 10 years old. Needed longer for current business.
- Item 15 GRS says destroy 6 years and 3 months after close of the fiscal year involved. Agency says destroy 10 years after cutoff. Cut off when 6 months have accumulated. Needed longer for current business.
- Item 17a Changed from destroy 10 years and 3 months or 6 years and 3 months after period of account to destroy 12 years after period of account. Needed longer for current business.
- Item 18 Changed from destroy when 1 year old to destroy 1 year after audit. Needed longer for current business.
- Item 19 Changed from destroy when 2 years old to destroy 2 years after audit. Needed longer for current business.
- Item 21 Changed from destroy when 1 year old to destroy 2 years after audit. Needed longer for current business.
- Item 22 Changed from destroy when 6 months old to destroy upon completion and resolution of annual audit to give more specific instructions for actual time needed.
- Item 25 Changed from destroy when 20 years old to destroy 10 years after case is closed. Not needed longer for current business.
- Item 26 Changed from destroy when 1 year old to destroy 1 year after audit. Needed for this period of time.
- Item 27c Changed from destroy 10 years and 3 months or 6 years and 3 months after period of account to destroy 12 years after period of account. Needed longer for current business.
- Item 29a Changed from destroy 10 years and 3 months or 6 years and 3 months after period of account to destroy 20 years after period of account. Needed longer for current business.
- Item 29b Changed from destroy 6 years and 3 months after period of account to destroy when 20 years old. Needed longer for current business.

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- Item 30 Changed from destroy 10 years and 3 months or 6 years and 3 months after period of account to destroy 12 years after period of account. Needed longer for current business. Deviates from GRS for same reason.
- Item 31b Changed from destroy 10 years and 3 months or 6 years and 3 months after period of account and 12 years after station closes to destroy 20 years after period of account. Needed longer for current business.
- Item 32b(1) Changed from destroy 3 years after close of account or after field audit has been completed and resolved, whichever is later to whichever is sooner. Not needed longer for current business. Deviates from GRS to allow for earlier destruction if audit is complete.
- Item 32b(2) Changed from destroy 1 year after close of account or after field audit has been completed, whichever is longer to whichever is sooner. Not needed longer for current business. Deviates from GRS for same reason.
- Item 33 Changed from destroy 10 years and 3 months or 6 years after period of account to destroy 12 years after period of account. Needed longer for current business.
- Item 34b Changed from destroy 10 years and 3 months or 6 years and 3 months after period of account to destroy 12 years after close of fiscal year. Needed longer for current business.
- Item 35 Changed from destroy 10 years and 3 months or 6 years and 3 months after period of account to destroy 12 years after close of fiscal year. Needed longer for current business.
- Item 38 Changed from destroy 10 years and 3 months or 6 years and 3 months after period of account to destroy 12 years after cutoff. Cut off at end of each fiscal year. Needed longer for current business.
- Item 40a(2) Changed from destroy 5 years after contracts are renegotiated to destroy 6 years and 3 months after contracts are renegotiated. Needed longer for current business.
- Item 40e Changed from destroy when 5 years old to destroy 6 years and 3 months after cutoff. Cut off at end of fiscal year in which closing statement received, audit completed, or end of each fiscal year. Needed longer for current business.
- Item 44a Changed from destroy 10 years and 3 months or 6 years and 3 months after period of account to destroy 20 years after cutoff. Cut off at end of each calendar year. Needed longer for current business. Deviates from GRS for same reason.

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- Item 47c Changed from destroy 1 year after cutoff (cut off at end of each leave year) to destroy 10 years after cutoff (same as above). Needed longer for current business.
- Item 48 Changed from destroy when 3 years old to destroy  $\frac{1}{2}$  years after cutoff. Cut off at end of each pay year. Needed longer for current business.
- Item 49 Changed from destroy 1 year after close of file to destroy 10 years after cutoff (cut off at end of each pay year) to be consistent with similar item in already approved schedule.
- Item 50a GRS says destroy after GAO audit or when 3 years old, whichever is sooner. Agency says destroy 10 years after cutoff. Cut off at end of each pay year. Needed longer for current business.
- Item 53a GRS says destroy after GAO audit or when 3 years old, whichever is sooner. Agency says destroy when 12 years old. Needed longer for current business.
- Item 54 Changed from destroy when 12 years old to destroy 20 years after cutoff. Cut off every 6 months consistent with the date of pay period closest to the end period. Needed longer for current business.
- Item 57a Changed from destroy when 3 years old to destroy when 4 years old to comply with GRS.
- Item 58 Changed from destroy when 3 years old to destroy 4 years after cutoff (cut off at end of each calendar year) to comply with GRS.
- Item 60a(1)(b) Changed from destroy 2 years after date of report to destroy 2 years after date of report provided audit has been completed. Files needed for audit.
- Item 60c(4) Changed from destroy 5 years after close of file to destroy 96 years after cutoff (cut off at end of fiscal year in which lump sum payment is completed) to comply with PL 94-183.
- Item 60c(5) Changed from destroy 56 years after close of fiscal year during which death occurred to destroy when 1 year old if no survivors and 96 year after cutoff (cut off at end of fiscal year in which death occurred) when there are survivors to comply with PL 94-183.
- Item 64a Changed from permanent to destroy 20 years after cutoff. Cut off when case is closed to be consistent with similar Item 64b below.
- Item 65 Changed from destroy when 15 years old to destroy when 20 years old. Needed longer for current business.

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By: SS NARA Date: 10-13-10

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By SP NARA Date 10-13-10

GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICES

PAGE  
OF PAGES

INTRASERVICE MEMORANDUM AND ENDORSEMENT

SUBJECT OR TRANSACTION

NC1-263-84-7

FROM  
RWK

TO  
GDR

DATE AND MESSAGE

October 21, 1985. This job is still one more revision of an earlier CIA disposition schedule, with all requisite changes introduced to bring it up to date. The Office of Finance, of course, is a housekeeping and administrative element of the agency and the documentation it creates is only indirectly related to substantive agency functions.

As usual in these revisions, some items have been carried over unchanged from the earlier job, some disposable items have had retention periods changed, justifications have been included for deviations from GRS standards where they occur, and several new items have been added. In addition, in this job, one item (7a) originally appraised as temporary, has now been made permanent, and with another (8) the opposite has been done; both of these actions appear justifiable for the reasons the agency has specified.

Of the 15 new items, 6 are disposable under terms of the General Records Schedules. The remaining 9, discussed in detail in the NIR memo, all appear to have no more than limited administrative and facilitative usefulness.

Disposition standards for the permanent items are consistent with the original standards approved in the basic schedule on which this new one is based.

Concurrence recommended.

*Robert W. Krauskopf*  
Robert W. Krauskopf

GDR RK

10/21/85. Based on your penultimate proposal, I approve  
*Gregory*

(Over)

PERMANENT RECORD ITEMS IN OLD JOB NCI-263-77-14  
Corresponding to those in new job NCI-263-84-7

NCI-263-77-14

1  
7a(1)  
7a(2)(a)  
7a(3)  
13a(1)  
13b(1)  
13b(3)(a)  
13d  
13e  
21a&b was Temp  
23a  
25  
28a  
28b  
28c  
28f  
29a  
29d  
84  
85a

NCI-263-84-7

1a(1) NCI-263-85-1 (common)  
2a(1) " "  
2a(1) " "  
2a(1) " "  
3a " "  
4a " "  
4c " "  
3a " "  
3a " "  
7a changed to Perm (common)  
9f(1)(a) common  
8 changed to Temp (common)  
2a  
2b  
1a(1) common  
2c "  
6a "  
6d "  
63  
64a changed to Temp (common)

~~CONFIDENTIAL~~