

~~CONFIDENTIAL~~

12 January 1984

DECLASSIFIED
Authority AND 55153
By SJ NARA Date 10-13-10

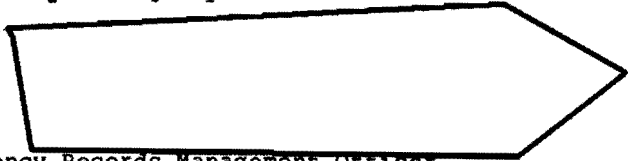
Mr. Raymond A. Mosley
Director, Records Disposition Division
Office of Federal Records Centers
National Archives and Records Service
General Services Administration (NCD)
Washington, DC 20408

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 63-84, dated 12 Jan 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

~~CONFIDENTIAL~~

Authority **NND 55153**
 By **SI NARA** Date **10-13-10**
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~~CONFIDENTIAL~~
REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-263-84-8
DATE RECEIVED	1-16-84
NOTIFICATION TO AGENCY	
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small>	
5-1-86 <small>Date</small>	<i>Frank S. Burke</i> <small>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
63-84

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 5 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 84/01/12	E. TITLE Agency Records Management Officer
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7. ITEM NO.	8. EM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Directives Files.</p> <p>a. ODP Instructions.</p> <p>PERMANENT. 1972 to present. 2 cubic feet. Annual growth 1 cubic foot.</p> <p>b. ODP Notices.</p> <p>DESTROY when rescinded.</p>	NC1-263-76-10 Item 4d (No Change)	

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WARNING NOTICE
 INTELLIGENCE SOURCES
 OR METHODS INVOLVED

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 2/5
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<p><u>Computer Security Files.</u></p> <p>a. Computer security standards files. DESTROY 5 years after cutoff. Cut off superseded or obsolete standards annually.</p> <p>b. Emanations/TEMPEST files. DESTROY 10 years after cutoff. Cut off inactive material annually.</p>	NEW	
3.	<p><u>Data Standards Files.</u></p> <p>DESTROY when superseded or no longer needed.</p>	NCl-263-76-10 Item 16 (CHANGE)	
4.	<p><u>Computer Systems Files.</u></p> <p>a. Large-scale or unique systems. PERMANENT. 1978 to present. 27 cubic feet. Annual growth 3 cubic feet.</p> <p>b. Other systems. DESTROY 10 years after cutoff. Cut off when system becomes inactive or obsolete.</p>	NCl-263-76-10 Item 15 (CHANGE)	
5.	<p><u>Computer Application Project Files.</u></p> <p>DESTROY 5 years after cutoff. Cut off when application or project is completed or becomes inactive.</p>	NCl-263-76-10 Item 11 (CHANGE)	

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
3/5

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6.	<p><u>Computer Application Processing Files.</u></p> <p>a. Program files. ERASE when superseded or obsolete. Upon termination of application, hold, transfer, or ERASE in accordance with approved Agency disposition instructions for the application.</p> <p>b. Input files. Hold, transfer, or DESTROY in accordance with approved Agency disposition instructions for the application.</p> <p>c. Machine readable data files. Hold, transfer, or ERASE in accordance with approved Agency disposition instructions for the application.</p> <p>d. Output files. Transfer to customer when produced.</p> <p>e. Computer processing request files. DESTROY when 13 months old.</p>	<p>NC1-263-76-10 Item 20c (No Change)</p> <p>NC1-263-76-10 Item 20b (No Change)</p> <p>NC1-263-76-10 Item 20d (No Change)</p> <p>NC1-263-76-10 Item 20e (No Change)</p> <p>NC1-263-76-10 Item 20f (No Change)</p>	

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

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 4/5
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7.	<u>Documentation Files.</u> a. Program documentation. DESTROY when superseded or obsolete. Upon termination of system or application, hold, transfer, or DESTROY in accordance with approved Agency disposition instructions for the system or application. b. Processing documentation. DESTROY when superseded or obsolete. Upon termination of system or application, hold, transfer, or DESTROY in accordance with approved Agency disposition instructions for the system or application. c. User documentation. DESTROY when superseded or obsolete. Upon termination of system or application, hold, transfer, or DESTROY in accordance with approved Agency disposition instructions for the system or application.	NCI-263-76-10 Item 23 (CHANGE) NCI-263-76-10 Item 20a (No Change) Items 21 & 22 (CHANGE) NCI-263-76-10 Items 24 & 25 (CHANGE)	
8.	<u>Computer Center Logs Files.</u> DESTROY when 3 months old.	NEW	
9.	<u>Systems Availability Files.</u> DESTROY when 3 months old.	NEW	
10.	<u>Equipment Files.</u> DESTROY 10 years after cutoff. Cut off when equipment becomes obsolete or inactive.	NEW	

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

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 5/5
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
11.	<p><u>Equipment Utilization and Maintenance Files.</u></p> <p>a. Forms or cards on equipment use, non-use, or maintenance. DESTROY when 3 years old or no longer needed, whichever is sooner.</p> <p>b. Daily detail cards, intermediate summary decks, and related magnetic disk files and computer listings. ERASE or DESTROY when 90 days old or when no longer needed, whichever is later.</p> <p>c. Monthly summary of cost and utilization reports. ERASE or DESTROY when 3 years old or no longer needed, whichever is later.</p>	NC1-263-76-10 Item 17	(No Change)
12.	<p><u>Equipment and Supplies Accountability Files.</u></p> <p>a. Documents concerning the management of ADP equipment (ADPE). DESTROY 2 years after equipment is discontinued.</p> <p>b. Requirements for cards, paper, and magnetic tape reels, and inventory of ADPE supplies. DESTROY when 1 year old.</p> <p>c. Copies of contractor's invoices for rental and other charges incurred for use of ADPE. DESTROY 1 year after audit.</p>	NC1-263-76-10 Item 18a NC1-263-76-10 Item 18b NC1-263-76-10 Item 19	(No Change) (No Change) (No Change)

Authority **AND 55153**
 By **SS NARA** Date **10-13-10**
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APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NC1-263-84-8

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 specified in the schedule.

ITEMS 1a, 4a, (and 7a, b, c, if related to permanent systems in user's schedule).

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	APPAISER	<i>F. C. Dagan</i>	4-29-86
	Director, RECORDS DISPOSITION DIVISION	<i>Kenneth F. Rossman</i>	4/29/86
CONCURRENCES	Director, Special Archives Division	<i>Wm H. Curly</i>	4/30/86
	Director, Military Archives Division	<i>Darrin D. Ryan</i>	5/1/86

SECTION III - APPRAISER'S COMMENTS

The attached SF115, Request for Records Disposition Authority, submitted by the Central Intelligence Agency, covers records of the Office of Information Technology(OIT). OIT operates the agency's computer center which provides ADP support to other organization components(users). Disposition of ADP information relating to component projects run by OIT is the responsibility of the users and included in their respective records schedules. This SF115 updates the disposition of OIT records in Job No. NC1-263-76-10. It includes proposed changes in the disposition for items 3, 4, 5, 7a, b, c, to assure the permanent retention of ADP records relating to users' permanent project files, including background information on the processing request, large-scale systems or those employing unique hardware configurations, and the retention of documentation needed to operate, process, and use permanent systems or applications.

New items 2, 8, 9, and 10 in this request appear to lack sufficient historical or other value to warrant continued preservation by the Government.

In accordance with 36CFR 1228. 70, items in this SF115 not changed from previous authorizations have been marked out.

Data concerning volume, dates of coverage, and estimated annual accumulation has been added for permanent items 1a and 4a. Recommend approval.

National Archives



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Washington, DC 20408

Authority NND 55153
By ~~SI~~ NARA Date 10-13-10

Date : December 19, 1985

Reply to
Attn of : NIR

gm
12/19/85

Subject : Appraisal of records covered in Job No. NC1-263-84-8 (12 items)

To : Director, Records Appraisal and Disposition Division- NIR ^{KR 12/20}

Enclosed is subject records disposition request(SF115)submitted by the Central Intelligence Agency(CIA)covering records of the Office of Information Technology which is organizationally located under the Directorate for Administration(DDA).

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 Office of Information Technology(OIT), formerly called Office of Data Processing(ODP), operates the agency computer center which provides computer support to other elements of the agency. Disposition of information relating to projects run by OIT, that is, information on tapes, disks, etc., is the responsibility of the users and included in their respective records schedules.

This request updates the disposition of OIT records in its previously approved schedule cited in Column 9, SF115. This request also proposes disposition changes for items 3, 4, 5, and 7a, b, c, from those in the old schedule. The reasons for such changes, with which I agree, are enclosed. Finally, the schedule contains 5 new items(2a, b, 8, 9, 10)(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.

This job requires appraisal of the 5 new items and approval of agency changes in retention periods from previous authorizations. Appraisal of new item records and changes is based on their examination and related discussions with responsible agency officials.

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Classified by R C Tagge, (NIRM).
DECL/OADR, Derived from Job
No. NC1-263-84-8.

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Authority AND 55153
By SS NARA Date 10-13-10

NEW ITEMS

Item 2. Computer Security Files. These consist of reference material and general correspondence with the Offices of Security and Communications. Item 2a, Computer Security Standards, are produced by the former office while item 2b, Emanations/Tempest Standards are set by the latter. These files have administrative usefulness of short duration due to frequent changes made in computer security standards.

Item 8. Computer Center Logs Files. This is a log of daily center activities, e. g. required maintenance performed or equipment problems. It is used to brief the oncoming work crew.

Item 9. Systems Availability Files. These files show computer times available to users. Also the down time due to equipment breakdowns and other bottlenecks.

Item 10. Equipment Files. These files contain the kinds of equipment used by OIT arranged by component parts, e. g., disc drives, terminals, etc.. OIT uses this file for parts procurement actions.

Items 2, 8, 9, and 10 appear to lack sufficient historical or other value to warrant continued preservation by the Government.

Reference item 3 change(old item 16). Originally it was believed that the agency would develop data standards having general applicability. Such is not the case as explained in the enclosed reasons for changes from the old schedule. The CIA follows Federal standards. Agency developed standards apply to specific user projects and if the project is determined to be permanent the related data standard would be scheduled as such in the user's records schedule. OIT, however, must maintain these data standard files for reference purposes to carry out its support operations. The disposition of these files should be as requested.

Reference item 4 change(old item 15). The enclosed reasons show that the agency has redefined the records involved as: Large scale or Unique computer systems; and Others, rather than computer hardware as one all inclusive system. Examples of large scale and/or unique types are the agency's personnel and payroll systems which are permanent. Systems designated as Other are used for processing routine administrative type transactions such as supply inventory control, security container combinations, etc..

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Authority NND 55153
By SP NARA Date 10-13-10

Reference item 5 change(Old item 11). Originally, records in this item were described incorrectly. Rather than project development files, they are routine servicing requests OIT receives from project officers to correct glitches or improve his system. These files have no further use for OIT after a project is completed or discontinued. If the user's project is permanent then any background establishing the project is permanent and scheduled as such in the user's records schedule.

Reference item 7a, b, c changes(Old items 21-25). See enclosed agency reasons which adequately explain and justify them.

Following is information regarding questions concerning records in this schedule, including changes, raised by NNSR(Myers)during our meetings on 12-04/05 -85.

Q. What is OIT's disposition of documentation after completion of programs or projects.

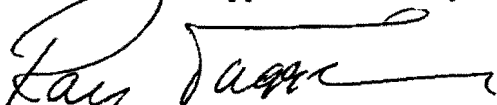
A. Before any disposal is made the computer center coordinates with the user with respect to the disposition in accordance with the user's records schedule.

Q. Where are tapes, disks, etc. , kept for permanent series.

A. Current tapes, disks, etc. , are maintained by the agency tape library in central office. Inactive items are kept in the agency's records center where they are cleaned, rewound, and stored under physical conditions meeting required standards. Backups and masters are also kept in the center under the same conditions but in a separate area.

This job should be sent to NNS/NNSR for informal review.

Recommend approval of this job.


RAYMOND C. TAGGE
NIRM/Staff

Encls

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National Archives



Washington, DC 20408

Date : December 23, 1985
Reply to
Attn of : NNSR
Subject : NCI-263-84-8
To : ~~NNS~~ *[Signature]*

Based upon my discussions with Ray Tagge and the answers provided by CIA on the items being changed in this schedule, NNSR recommends concurrence on this schedule. Mr. Tagge assured me that the disposition of documentation related to permanent systems/applications (see items 7a, b, & c) will be retained in accordance with the disposition instructions governing the system/application (i.e, hold, transfer) despite the rather unusual phrasing of the disposition instructions included in this schedule.

RICHARD F. MYERS
Chief
Machine-readable Branch

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

Authority **NND 55153**
By **SS NARA** Date **10-13-10**

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICES

PAGE _____
OF _____ PAGES

INTRASERVICE MEMORANDUM AND ENDORSEMENT

SUBJECT OR TRANSACTION

NC1-263-84-8

FROM	TO	DATE AND MESSAGE
RWK	GDR	<p>January 24, 1986. This schedule, like its recent predecessors, is intended to bring up to date older disposition authorities, now in effect, by revising retention periods where necessary and adding new items that were not originally covered. Like the others, though, the majority of items in the older schedule are repeated without changes.</p> <p>The Office of Information Technology, which creates these records, was formerly known as the Office of Data Processing, the change in name implying no doubt the addition of more depth and breadth to its functions and responsibilities. It remains, however, primarily a service or support organization, closely comparable to similar units operating in other large agencies, both military and civil, and its records reflect this supporting role. It does not appear to be involved in any substantive functions of the agency.</p> <p>All of the five new items (2a, 2b, 3, 9, and 10) have been appraised as temporary, since they seem to have only administrative usefulness. From the descriptions given of these records I consider this judgment appropriate. In addition, two items originally declared permanent (3 and 5) have now been made temporary and another (4) broken down into permanent and temporary elements. These represent conceptual changes, corrections, and readjustments that have evolved since approval of the basic schedule 9 years ago; the agency explanation of these modifications seems acceptable.</p> <p>Transfer provisions regarding permanent records are equivalent to those approved in the original schedule.</p>

(Over)

