

CONFIDENTIAL

12 January 1984

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

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

Dear Mr. Mosley:

The attached SF 115, Request for Records Disposition Authority, classified Confidential, is submitted for approval.

In accordance with our agreed procedures, descriptive information (other than file series title) is not included on the SF 115. The full-text schedule, classified Secret and cited by number on the SF 115, is maintained at CIA for review by designated NARS appraisers with appropriate national security and liaison clearances. The approved full-text schedule will be transferred eventually to NARS as part of our permanent record holdings.

Also attached for reference is a copy of our letter of 14 December 1981 and the NARS response of 6 July 1982, which together outline requirements for safeguarding SF 115's submitted by the Agency.



Agency Records Management Officer

Attachments:

SF 115 33-84, dated 12 Jan 1984, orig & 1 cy
CIA letter, dated 14 Dec 1981, 1 cy
NARS letter, dated 6 Jul 1982, 1 cy

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

UNCLASSIFIED WHEN SEPARATED
FROM ATTACHMENT

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REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NC1-263-84-9

DATE RECEIVED

1-16-84

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

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

1. FROM (AGENCY OR ESTABLISHMENT)
Central Intelligence Agency

2. MAJOR SUBDIVISION
33-84

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

351-2853

2-5-86
Date

Frank S. Bunker
Archivist of the United States

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 10 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

TITLE

84/01/12

Agency Records Management Officer

7. ITEM NO.

(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.

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

1. Periodic Significant Activity Reports Files.

a. Division, Area Headquarters, and above.

PERMANENT. 1948 to present. 118 cubic feet.
Annual growth less than 1 cubic foot.

NC1-263-77-15
Items 3c & 5a
(No Change)

b. Below Division, Area Headquarters level.

DESTROY no later than 2 years after cutoff.
Cut off at end of each calendar year.

NC1-263-77-15
Items 3a & 3b
(CHANGE)

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WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

6. Items

115-107

Cy to agency 2-06-86, FCT, NARA/View

DECL OADR BY SIGNER

~~CONFIDENTIAL~~

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

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

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

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 2/10
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<u>Assistance to Other Government Agencies Files.</u> DESTROY central reference copy 10 years after cutoff. Cut off when assistance terminates. DESTROY other copies when assistance terminates.	NC1-263-77-15 Item 6b	77-15 (No Change)
3.	<u>Station Files.</u> DESTROY 10 years after cutoff. Cut off when station closes. Screen annually and DESTROY noncurrent or superseded material.	NC1-263-77-15 Items 9, 37 & 38 (No Change) Items 19 & 21 (CHANGE)	77-15 37 & 38 (No Change) & 21 (CHANGE)
4.	<u>Operational Activity Files.</u> DESTROY 10 years after cutoff. Cut off when activity terminates. Screen annually and DESTROY noncurrent material.	NC1-263-77-15 Item 10	77-15 (No Change)
5.	<u>Equipment Files.</u> DESTROY 10 years after cutoff. Cut off when equipment becomes obsolete or inactive. Screen annually and DESTROY noncurrent material.	NC1-263-77-15 Item 11	77-15 (No Change)
6.	<u>Communications Systems Files.</u> a. Unique or one-of-a kind systems peculiar to CIA. PERMANENT. 1966 to present. 3 cubic feet. Annual growth less than 1 cubic foot.	NC1-263-77-15 Item 12	77-15 (No Change)

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 3/10
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6.	<p>b. Routine or non-unique CIA systems.</p> <p>DESTROY 10 years after cutoff. Cut off when system becomes inactive or obsolete. Screen annually and DESTROY noncurrent material.</p> <p>c. Other government agency systems utilized by CIA.</p> <p>Screen annually and DESTROY noncurrent material.</p>		
7.	<p><u>Project Case Files.</u></p> <p>a. Unique or one-of-a-kind projects peculiar to CIA.</p> <p>PERMANENT. 1966 to present. 3 cubic feet. Annual growth less than 1 cubic foot.</p> <p>b. Routine projects.</p> <p>DESTROY 10 years after cutoff. Cut off when project or case completed or becomes inactive. Screen annually and DESTROY noncurrent material.</p>	NC1-263-77-15 Item 13 (No Change)	
8.	<p><u>Signal Plans and Operating Procedural Files for Tripartite Staybehind Operations.</u></p> <p>a. Signal Plans.</p> <p>DESTROY all copies when activity for which signal plan produced terminates.</p>	NC1-263-77-15 Item 15 (No Change)	

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Request for Records Disposition Authority - Continuation

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8.	<p>b. Circuit Operation Report Form (CORF) and procedural documents.</p> <p>DESTROY 10 years after cutoff. Cut off when activity associated with CORF and procedural documents terminates.</p> <p>c. Position Status Index Reports, Master Frequency Registers, Signal Plan, and Position Index.</p> <p>DESTROY microfilm when superseded. Destroy paper copies upon verification of microfilm.</p> <p>d. Mutual Visability Files.</p> <p>DESTROY 1 year after program terminates. DESTROY program documentation and instructions when obsolete. DELETE data when updated.</p> <p>e. Frequency and Propagation Material.</p> <p>DESTROY program documentation 1 year after program terminates. DESTROY output when predictions become inactive. DESTROY input data 1 year after update.</p> <p>f. Correspondence from overseas stations and other components requesting new updates, special requests, etc.</p> <p>DESTROY when no longer needed.</p>		

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Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 5/10
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
9.	<p><u>Traffic Volume Files.</u></p> <p>a. Program documentation and instructions. DESTROY 1 year after program terminates. DESTROY instructions when obsolete.</p> <p>b. Input data-traffic volume statistics. DESTROY 30 days after verification of master data base update.</p> <p>c. Output (COM) Traffic Volume Statistic reports.</p> <p>(1) 6 month recapitulation report. DESTROY 7 years after cutoff. Cut off oldest 2 reports when 3 reports accumulate.</p> <p>(2) Monthly update. DESTROY upon receipt of monthly update.</p> <p>(3) Office reference copy of 6 month recapitulation report (Item 9c(1) above). DESTROY when 3 years old.</p>	NC1-263-77-15 Item 16	(No Change)

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
10.	<u>Communications Security (COMSEC) Files.</u> a. Communications Security Standards files. DESTROY 5 years after cutoff. Cut off when superseded or obsolete. b. Code files. DESTROY 10 years after cutoff. Cut off when code becomes inactive or when activity for which code designed terminates. Screen annually and destroy noncurrent material. c. Emanation/TEMPEST files. DESTROY 10 years after cutoff. Cut off when inactive.	NC1-263-77-15 Item 17 (No Change)	
11.	<u>Cryptographic Material Accountability Files.</u> a. Program documentation and instructions. DESTROY 1 year after program terminates. DESTROY instructions when obsolete. b. Cryptographic transaction files. DESTROY microfilm 26 years after cutoff. Cut off at end of each calendar year. DESTROY paper copies upon verification of microfilm.	NC1-263-77-15 Item 18 (No Change)	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
11.	<p>c. Cryptographic locator files. DESTROY when noncurrent.</p> <p>d. Magnetic disk/punched card remote storage. Duplicate master data base every 7 days, hold 1 generation backup, recycle disk at each update.</p>		
12.	<p><u>COMSEC Security Deception Program Files.</u> DESTROY 5 years after cutoff. Cut off when material becomes inactive.</p>	NC1-263-77-15 Item 20 (No Change)	
13.	<p><u>Summaries of COMSEC Threats and Known Vulnerabilities Files.</u> DESTROY 15 years after cutoff. Cut off when material becomes inactive.</p>	NC1-263-77-15 Item 22 (No Change)	
14.	<p><u>Cryptographic Clearance Access Files.</u> a. Cryptographic clearance requests suspense file. If request approved, DESTROY when individual signs Cryptographic Briefing Oath. Transfer signed oath to Office of Security. If request denied, transfer to denial suspense file (Item 14c below).</p>	NC1-263-77-15 Item 34 (No Change)	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
14.	<p>b. Cryptographic clearance access file.</p> <p>DELETE individual entries when employee resigns, retires, or no longer needs cryptographic clearance. DESTROY computer listing when superseded.</p> <p>c. Cryptographic clearance denial suspense file.</p> <p>DESTROY when 1 year old unless waiver requested. If waiver granted, transfer to waiver file (Item 14d below). If waiver denied, DESTROY 1 year thereafter.</p> <p>d. Cryptographic waiver file.</p> <p>DESTROY when cryptographic clearance cancelled.</p> <p>e. Individual cryptographic security violation file.</p> <p>DESTROY individual card 2 years after violation.</p>		
15.	<p><u>Telephone Statements Files.</u></p> <p>DESTROY 2 years after cutoff. Cut off at end of each calendar year.</p>	<p>NC1-263-77-15 Item 65 (No Change) Deviates from GRS 3-11</p>	
16.	<p><u>Telephone Toll Tickets.</u></p> <p>DESTROY 1 year after cutoff. Cut off every 3 months.</p>	<p>NC1-263-77-15 Item 66 (No Change)</p>	

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Request for Records Disposition Authority - Continuation

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
17.	<u>Combined Telephone Directory Files.</u>		
	a. Combined Telephone Directory. DESTROY no later than 30 days after new issuance.	NC1-263-77-15 Item 67a	(No Change)
	b. Requirements and other related correspondence. DESTROY when superseded.	NC1-263-77-15 Item 67c	(No Change)
	c. Certificate of Destruction. DESTROY 2 years after destruction of directory.	NEW GRS 18-4	
18.	<u>Original Signature Copy of Headquarters Originated Cables.</u>	NC1-263-77-15 Item 78	(No Change)
	DESTROY 1 year after cutoff. Cut off at end of each month.		
19.	<u>CIA Incoming and Outgoing Cable Reference Files.</u>	NC1-263-77-15 Item 68	(CHANGE)
	DESTROY when 60 days old.		

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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
20.	<u>Signal Center Cable Files.</u> DESTROY when 14 days old.	NC1-263-77-15 Item 70	(No Change)
21.	<u>OC Component Cable Reference Files.</u> DESTROY when 3 months old.	NC1-263-77-15 Item 72	(No Change)
22.	<u>Technical and Scientific Test Data Files.</u> Erase tapes and reuse when test is completed. DESTROY computer listings when no longer needed.	NEW GRS 20, Part II, Item 2	
23.	<u>Amateur Radio Operation Files.</u> DISCONTINUED. Files destroyed.	NC1-263-77-15 Item 26	(CANCEL)

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NC1-263-84

SECTION I - ACTION TAKEN

1. **APPROVED FOR DISPOSAL.** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this schedule, 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, 6a, 7a.

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. Vagac</i>	1-22-86
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Kenneth F. Rossman</i>	1/22/86
CONCURRENCES	Director, Military Archives Division	<i>Sam Ryan</i>	1/23/86

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 Communications (OC).

This request updates the disposition of OC records approved in Job No. NC1-263-77-15. It also proposes 3 changes in the retention periods for temporary records previously authorized for disposal, cites 1 deviation from the retention period authorized in the General Records Schedule (GRS), and adds 2 new items both authorized for disposal by the GRS cited in column 9, SF115. CIA has certified that proposed changes and deviation are required in carrying out current business.

This request also contains the volume, dates of coverage, and estimated annual accumulation of OC 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 SS NARA Date 10-13-10

Washington, DC 20408

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Aggregate--Individual Portions are
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9078

Date : October 7, 1985

Reply to
Attn of : NIR

Subject : Appraisal of records covered in Job No. NC1-263-84-9 (6 items)

To : Director, Records Appraisal and Disposition Division- NIR

Enclosed is subject records disposition request(SF115)submitted by the Central Intelligence Agency(CIA)covering records of the Office of Communications(OC).

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).

OC is a facilitative or housekeeping component of the agency organizationally placed under the Directorate for Administration. The mission of OC is the management of communications systems, emissions security, secure, efficient, and reliable communications systems and service to support agency requirements. The function of OC is staff and administrative management of the foregoing. OC's detailed functions are prescribed in the agency's permanent regulations.

This request updates the disposition of OC records in approved Job NC1-263-77-15. It proposes changes in the retention periods for 3 temporary record items which were previously authorized for disposal, and a deviation from GRS standards for one item. This schedule also contains 2 new items(see enclosed list of all 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 accumulations has been added to permanent items.

This job requires appraisal of 2 new items. NARA approval is also required for agency requests for changes in retention periods for records previously authorized for disposal, and for deviations from GRS standards. In this regard, please see enclosed CIA reasons for retention changes and/or deviations. These changes/ deviations, which the agency certifies are necessary in carrying out current business, should be approved.

WARNING NOTICE
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AND METHODS INVOLVED

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Classified by R. C. Tagge(NIRM).
DECL/OADR, Derived from Job
No. NC1-263-84-9.

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National Archives and Records Administration

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

NEW ITEMS

Item 17c, Certificate of destruction. This is simply a certificate relating to the destruction of classified documents which is authorized for disposal under GRS 18, item 4(see enclosed GRS).

Item 22, Technical and scientific test data files. These test data files consist of routine one-time tests of communication signals received from the field via satellite systems. Tests check system function and are done on a regular basis. These kinds of test data records are authorized for disposal under GRS 20, Part II, item 2(see enclosed GRS). The related printouts have no further use after the analysis of test results.

New item records do not appear to contain sufficient historical or other value to warrant continued preservation.

Records in this schedule were discussed with Dr. Krauskopf(NNM) at a meeting on October 1, 1985.

This job should be sent to NNM for informal review.

Recommend approval of this request.


RAYMOND C. TAGGE
NIRM/Staff

Encls

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REASONS FOR CHANGES FROM OLD SCHEDULE AND DEVIATIONS FROM GRS

Schedule 33-84

- Item 1b Changed from destroy when no longer needed for reference and destroy 1 year and 9 months after cutoff (cut off at end of each calendar year) to destroy no later than 2 years after cutoff (cut off at end of calendar year) to be more specific in one instance and to allow for earlier destruction in the other instance if no longer needed.
- Item 3 Changed from destroy 10 years after cutoff (cutoff when procedures or plans change or when material becomes inactive) to destroy 10 years after cutoff (cut off when station closes), screen annually and destroy noncurrent material) to allow for earlier destruction if material is no longer needed.
- Item 15 GRS says destroy 3 years after period covered by related account. Agency says destroy 2 years after cutoff. Cut off at end of each calendar year. Not needed longer for current business.
- Item 19 Changed from destroy 20 years after microfilming to destroy when 60 days old. Not needed longer for current reference.

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GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICES

PAGE _____
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INTRASERVICE MEMORANDUM AND ENDORSEMENT

SUBJECT OR TRANSACTION

NC1-263-84-9

FROM	TO	DATE AND MESSAGE
RWK	GDR	<p>November 1, 1985. This schedule follows the same pattern as its predecessors that have come to us under the agency's comprehensive revision and updating program. A few temporary items have had retention periods changed from those previously approved on the original schedule, NC1-263-77-45, and in one instance a slight deviation from the GRS recommendation is requested for another temporary record.</p> <p>Only two new items are added to the job. One of these covers destruction certificates for copies of the agency's telephone directory, the other relates to records of the routine testing of satellite communication systems to assure that they are functioning correctly. Neither seems likely to have any continuing value once its original purpose is served.</p> <p>Transfer provisions are unchanged from those originally approved by NARS in the 1977 schedule.</p> <p>Concurrence recommended.</p> <p style="text-align: right;"><i>Robert W. Krauskeel</i> Robert W. Krauskeel</p> <p>G- RK 11/1/85. OK.</p> <p style="text-align: center;"><i>C. [Signature]</i></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Classified by <u>R. C. Tagge, (NIRM)</u>, DECL/OADR, Derived from Job No. <u>NC1-263-84-9.</u></p> </div>

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(Over)

DECLASSIFIED
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PERMANENT ITEMS IN OLD JOBS AND CORRESPONDING P. ITEMS IN NEW JOBS
AND/OR IN SCHEDULE CITED

NCI-263-77-15

NCI-263-84-9

- | | |
|---|-------------------------|
| 1(a) Policy & Procedure Files; OC Components | 1 a (1), (NCI-263-85-1) |
| 1 (b) OC Executive Assistant | 1 a (1) (85-1) |
| 2 (a) (1) OC Visual Aids & Info Files; D/CO Visual Aids Info Files
GRS 21-1a | 6 a, (85-1) |
| 3 (c) D/CO Weekly Staff Meetings, Signif Events w/ OC. | 1 a |
| 4 OC BOARD Committee & GRP Files | 3 a, (85-1) |
| 5(a) OC Monthly Narrative Reports; HQ & Overseas Signif. Events | 1 a |
| 6 (a) OC Inter & Intra Agency Agreements Files | 19, (85-1) |
| 7 OC Foreign Govts Agreements Files | 19, (85-1) |
| 12(a) Comm Supp Files; Unsupervised - Limited Access to Comm | 6 a |
| 13 (a) Project Files; Unsup " " " " " | 7 a |
| 28 (a) OC Issuances; OC Dir & Hables w/ or w/o direction & Polices
GRS 16-1 | 2 a (1), (85-1) |
| 30 OC Dir & Hables background Files; GRS 16-1 | 2 a (1), (85-1) |

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