

~~CONFIDENTIAL~~

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

14 DEC 1981

Mr. G. N. Scaboo
Acting Assistant Archivist
for Federal Records Centers
National Archives and Records Service (NC)
General Services Administration
Washington, D. C. 20408

Dear Mr. Scaboo:

Returned herewith are the NARS official CIA records disposition case files loaned to us for national security classification review, as well as the microfiche copies of the records schedules. We are pleased to inform you that we have reached a classification determination.

The SF 115 records control schedules are classified Confidential. In their totality, the records series titles and related information in the schedules reveal the scope of Agency records systems and, by analysis, reveal information concerning the organization, functions, and intelligence methods of the Agency. The unauthorized disclosure of this information reasonably could be expected to cause identifiable damage to the national security and would conflict with the responsibilities of the Director of Central Intelligence under section 102(d)(3) of the National Security Act of 1947 and section 6 of the Central Intelligence Agency Act of 1949.

In accordance with this classification determination, the following portion marking has been applied to the first page of each schedule:

The Information in this Document is Classified
Confidential in the Aggregate--Individual Portions
are Unclassified/For Official Use Only

Since the individual portions are classified in their entirety, none may be segregated and released.

We request that the appraisal reports, comment sheets, substantive notes, and other documents associated with each schedule be derivatively classified Confidential, citing the related schedule as the classification source. This would not include transmittals, receipts, and other administrative control documents that do not contain information derived from the schedules. We further request that only the official record copy and one reference copy of the schedules and related documents be retained, and that all other copies be destroyed. Finally, we request that all microfiche copies of the schedules be destroyed and that none be made in the future.

Unclassified When Separated
From Attachments

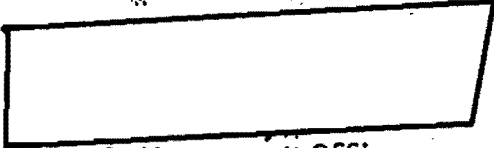
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Both copies of the classified disposition case files, of course, should be retained in approved secure storage facilities and used only by those with both the appropriate security clearance and a demonstrated need for access in the performance of their official duties. We have not classified the SF 115 disposal lists but would appreciate it if, to the extent practicable, they would be given similar handling.

In the future, we will submit the original and one copy of our SF 115 schedules, with appropriate classification and control markings. We request that they be given the same handling and protection as the present schedules.

We are most appreciate of your patience and cooperation in this matter. Through our combined efforts we have averted potential damage to the national security. I am sure the arrangements outlined above will enable us to continue with the excellent appraisal and scheduling results we have accomplished in recent years.


Agency Records Management Officer

Attachments:
As stated



General
Services
Administration

National Archives
and
Records Service

Washington, DC 20408

July 6, 1982 FOIA(b)3 - 50 USC 403g Section 6 of the CIA Act of 1949

[Redacted]
Agency Records Management Officer
Central Intelligence Agency
Washington, DC 20505

Dear [Redacted]:

Listed below are actions completed by the National Archives and Records Service (NARS) in response to your December 14, 1981, letter concerning the "Confidential" classification determination by the Central Intelligence Agency (CIA) relating to agency Standard Form 115s, Request for Records Disposition Authority.

1. Documents associated with each classified SF-115 have been derivatively classified "Confidential".
2. One reference copy of each completed classified SF-115 was reproduced. These are being retained by our Records Disposition Division in an approved storage container.
3. The official record copy of classified SF-115's was forwarded to Director, Civil Archives Division, the unit within NARS having primary responsibility for physical and archival controls of all SF-115 case files.
4. Extra paper copies of CIA unclassified SF-115's and microfiche copies corresponding to those you classified were recalled from NARS units and Federal records centers and forwarded to NARS Security Officer for destruction.
5. The Chairman, Senate Select Committee on Intelligence (SSCI), was informed of CIA's SF-115 classification determination and requested to safeguard or return unclassified CIA records schedules previously forwarded by NARS. The Chairman advised the Archivist of the United States the schedules would be destroyed in-house (see enclosed copy of SSCI letter dated May 17, 1982).

We believe the foregoing actions fully satisfy all of the requests made in your letter of December 14, 1981. Classified CIA SF-115's received in the future will be handled in accordance with applicable national security regulations.

Please call me or Ray Mosley on 724-1614 if you have any questions.

Sincerely,

G. N. SCABOO
for G. N. SCABOO
Acting Assistant Archivist
for Federal Records Centers

Enclosure