

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-263-02-2
1. FROM (Agency or establishment) Central Intelligence Agency		DATE RECEIVED	3/27/02
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Christopher J. Olsen	703-613-1716	9-13-02	<i>[Signature]</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
2/26/2002	<i>[Signature]</i> Edmund Cohen	Deputy Director Information Management

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see attached: (CDC RCS Items)		

1. Other Government Agency Referral Files.

Consists of document review requests, external referral sheets, and copies of selected pages of documents referred to and from other government agencies for declassification review. Includes declassification decisions and certifications made on all referred documents. Arranged by name of other government agency and thereunder by batch number.

TEMPORARY. Cut off upon completion of batch processing. Destroy 20 years after cut off.

2. Account Managers Database.

An automated system used to track documents referred to and from other government agencies for declassification review. Includes data elements such as batch number, document sequence number, document number, the name of the government agency where the document was referred, Agency internal office of primary interest, number of pages, date sent, date returned, original classification, whether the document was referred to multiple agencies, and general comments. Information is derived from Other Government Agency Referral Files covered by Item 1.

a. Electronic File.

Delete entries 20 years after completion of batch processing.

b. Reports and Outputs from Ad Hoc Queries.

Destroy when one year old, or when superseded, obsolete, or no longer needed, whichever is sooner.

c. System Documentation.

Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database. (GRS 20, Item 11a).

3. Declassification Certification Files.

Consists of shelf listings of records at the document level for each records center job that was manually reviewed and processed by the declassification review staff. Includes review sheets reflecting review and declassification decisions (release in full, denied, or sanitized), as well as certifications. Arranged by records center job number.

TEMPORARY. Cut off at end of fiscal year. Destroy 10 years after cut off.