

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on page 3)*

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)  
8601 ADELPHI ROAD, COLLEGE PARK, MD. 20740-6001

1 FROM (Agency or establishment)  
Central Intelligence Agency

2. MAJOR SUBDIVISION

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER  
Christopher J. Olsen

5. TELEPHONE  
(703) 613-1716

SAVE BLANK (NARA use only)

JOB NUMBER **N1-263-02-3**

DATE RECEIVED **8/30/02**

**NOTIFICATION TO AGENCY**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE **12-13-02** ARCHIVIST OF THE UNITED STATES  
*[Signature]*

**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 2 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 <b>12/26/02</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Edmund Cohen	TITLE Deputy Director, Information Management Services
-------------------------	--	---

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 (TRADAR)		

*SA* copies sent to Agency, NWML

## UNCLASSIFIED

**File Series Identification:**

(U) **Office of Record:** Directorate of Intelligence

1. (U) **Trade Data Aggregation and Recovery system (TRADAR)** – An interactive Lotus Notes Database that provides Directorate of Intelligence (DI) analysts with the capability to monitor and analyze global trade patterns and to follow trade developments in individual countries or commodities. Data consists of the economic information of trade both import and export for countries throughout the world. The data ranges from 1970 to present.

(U) A. **Input.** Data from unclassified magnetic tapes acquired from the United Nations, international organizations, foreign governments, and other sources.

(U) **TEMPORARY.** Copy selected data into system, verify data. Transfer raw data tapes to AARC for ten years, then review for continued retention. Tapes will be recopied if justification is given to retain longer.

(U) B. **Data.** Data held by the system described in A. under Input.

(U) **TEMPORARY.** Erase when superseded or obsolete. Upon termination of application, hold, transfer, or erase in accordance with approved Agency disposition instructions for the application.

(U) C. **Output.** Reports as requested by analysts.

(U) **TEMPORARY.** Destroy after one year.

Temporary . Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.)

(U) D. **Backup Tapes.**

1. Daily backup tape prepared by the OFL computer center, Monday through Thursday.

(U) **TEMPORARY.** Hold in OFL tape library for 15 days, then reuse.  
(Complies with GRS 20, Item 8b).

2. Weekly backup tape prepared by the OFL computer center each Friday.

(U) **TEMPORARY.** Hold in OFL tape library for 45 days, then reuse.

UNCLASSIFIED

**UNCLASSIFIED**

3. Monthly backup tape prepared by OFL computer center the last Friday of each month.

(U) TEMPORARY: Hold in OFL tape library for one week, transfer to AARC for three weeks, then reuse.

- E. (U) **Documentation.** User manual, data base manager manuals and system administrator manuals.

(U) TEMPORARY. Destroy or delete when superseded or obsolete, or upon authorized destruction of related master file or database

**UNCLASSIFIED**