

**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) 613-1710

LEAVE BLANK (NARA use only)

JOB NUMBER **NI-263-03-2**

DATE RECEIVED **4/23/03**

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 ARCHIVIST OF THE UNITED STATES

**5-8-03**

*[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 \_\_\_\_\_ 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  
**9/25/02**

SIGNATURE OF AGENCY REPRESENTATIVE  
*[Signature]*  
Edmund Cohen

TITLE  
Deputy Director of Information Management/ CIO

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p><b>Working Files.</b> Working papers on finished or unfinished programs, projects, reports, maintained to facilitate daily operations.</p> <p>a. Drafts and other work papers accumulated at the Deputy Director level and above that were coordinated outside the unit of origin or contain information that adds to a proper understanding of the formulation and development of policy, decisions, or actions.</p> <p>File in appropriate recordkeeping systems with the final version of the document to which they relate.</p> <p>b. Drafts and other work papers accumulated at lower levels that were coordinated outside the unit of origin and contain information that adds to a proper understanding of the formulation and development of policy, decisions, or actions.</p> <p>File in appropriate recordkeeping systems with the final version of the document to which they relate.</p> <p>c. Drafts and other work papers accumulated below the Deputy Director level not coordinated outside the unit of origin and that do not contain information documenting substantive policy development, action, or decision making.</p> <p>Included are such materials as rough notes and calculations; drafts produced solely for proof reading;</p>	<p>Nc-263-84-12 Item 18(b)</p> <p>NC1-263-85-1 Item 18(a) <i>and all items referenced at that item</i></p>	

*[Handwritten notes]*

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>readily available reference materials; originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material; documents regarding printing and publication of products; routine requests for information or publications; and purely facilitative records (e.g., documents pertaining to setting dates and times of meetings).</p> <p><b>Temporary.</b> Screen annually and destroy. File substantive documents in appropriate official file.</p> <p><b>Supersedes:</b> NC1-263-84-12, Item 18(b) and NC1-263-85-1, Item 18(a) and all items referenced in that item.</p>		