

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on page 3)		DO NOT LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) 8601 ADELPHI ROAD, COLLEGE PARK, MD. 20740-6001		JOB NUMBER NI-263-06-1	
1. FROM (Agency or establishment) Central Intelligence Agency		DATE RECEIVED 5/1/06	
2. MAJOR SUBDIVISION Information Management Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Records Classification Management Group			
4. NAME OF PERSON WITH WHOM TO CONFER Christopher J. Olsen	5. TELEPHONE (703) 613-1716	DATE 5/28/06	ARCHIVIST OF THE UNITED STATES <i>Atkinson</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 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 3/15/06	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Chief, Information Management Services
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7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Operational Activiy Files (please see attached pages)		

1. OPERATIONAL ACTIVITY FILES.

Arranged by operational activity. File contains all documentation relating to operational activities created or received and filed or appropriate for filing in any operational activity file. Files may include memorandums; reports; cables; intelligence reports; policy, planning, management, and development documents, dealing with authorization, objectives, accomplishments, and termination; statements of objectives against which an activity is directed; descriptions of activity; lists of agents; support facilities; vehicles and equipment, including a statement of cost; technical operations files; liaison operations files, including scope and nature of understanding; identities of persons involved and costs; accomplishments; special arrangements and approvals; and related documentation.

(a) Files opened prior to November 1, 1999.

1. **Paper Files.** All documentation relating to each operational activity.

PERMANENT. Retire inactive records to AARC. Transfer all file sections for a given activity to the National Archives 50 years after the closure of the activity.

2. **Electronic records.**

A. Records dating through January 2, 1994.

Temporary. Destroy when no longer needed for active agency use and a paper copy has been placed in the files covered by item 1 (a) (1).

B. Records dating from January 3, 1994 to October 31, 1999.

PERMANENT. Maintain electronic records in accordance with standards for the maintenance of electronic records found at 36 CFR 1234.30 or its successor. Transfer to the National Archives 50 years after the closure of the activity. Records will be transferred in the electronic format in accordance with the standards for the transfer of permanent electronic records in effect at the time of transfer (36 CFR 1228.270 or its successor).

(b) Files opened beginning October 1, 1999.

1. **Electronic recordkeeping system.**

PERMANENT. Maintain electronic records in accordance with standards for the maintenance of electronic records found at 36 CFR 1234.30 or its successor. Transfer to the National Archives 50 years after the closure of the activity. Records will be transferred in electronic format in accordance with the standards for the transfer of permanent electronic records in effect at the time of transfer (36 CFR 1228.270 or its successor).

2. **Paper records.** Hard-copy only documents associated with files maintained on the electronic recordkeeping system.

A. Paper records converted to images and made part of the electronic recordkeeping system.

Temporary. Destroy after verification. (This does not apply to pre-October 1999 records system files imaged for incorporation into the electronic recordkeeping system).

B. Paper records not converted to the electronic recordkeeping system.

PERMANENT. Retire inactive records to AARC. Transfer all records for a given activity to the National Archives 50 years after the closure of the activity along with associated electronic records.