

# National Archives at College Park



8601 Adelphi Road  
College Park, Maryland 20740-6001

Date : November 6, 1995  
Reply to  
Attn of : NIRC (John Faibisy)  
Subject : Absence of SF 115 for Job No. N1-263-93-02  
To : Memo For The Record

This job was received on December 14, 1992. On July 14, 1994, I returned the SF 115 to the Central Intelligence Agency (CIA) at their request. (Because of other priorities, NARA had done little work on it.) CIA asked for its return because one of the automated systems for which they were seeking disposition authority was classified at a much higher level than originally marked. CIA said they would revise the description of the system and all other records so that the new SF 115 would be unclassified. Because the original SF 115 was rather lengthy, however, the agency has yet to finish it. Indeed, CIA is now considering submitting several SF 115s to cover all the items on the original disposal request.

Because of the situation involving the high classification level, I kept no copy of the original SF 115.

JOHN D. FAIBISY  
Records Appraisal and  
Disposition Division

November 3, 1995

Mr. Mike Nicewarner  
Central Intelligence Agency  
CAD/RMG/Plaza A  
Washington, D.C. 20505

Dear Mike:

Per our telephone conversation of October 16, we are withdrawing Job No. N1-263-93-02, given the Central Intelligence Agency's desire to rereview the SF 115 for security classification and other purposes. I had earlier returned the classified SF 115 to you.

If you have any questions, please call me at (301) 713-7110, ext. 232.

Sincerely,

JOHN D. FAIBISY  
Records Appraisal and  
Disposition Division

Official File - NIR  
Chron File - NIR

cc: N1-263-93-02  
NSXA (D. Palmer)  
JFaibisy

JDF/mj t11/03/95 doc: s:\wpfiles\cia^can

File - Central Intelligence Agency

# National Archives



Washington, DC 20408

*HW 12/22/92*  
*Tom F.*

Date **December 22, 1992**  
Reply to  
Attn of **NSXA**  
  
Subject **Job No. N1-263-93-002**  
  
To **NIR**

We have reviewed the Central Intelligence Agency's records schedule N1-263-93-002, as requested. The schedule, which lists 26 items, covers 18 electronic records items. The CIA proposed temporary retention periods for each of the electronic records items.

Based on our review of the schedule, we know at this time that NSX will appraise items (#11, #18, #20, and #22). We will seek additional information from the CIA about the other electronic records described on the schedule and then decide whether or not NSX will appraise those items.

THOMAS E. BROWN  
Chief, Archival Services Branch  
Center for Electronic Records

~~CONFIDENTIAL~~  
Central Intelligence Agency



Washington D C 20505

1 December 1992

Mr. James Hastings  
Director, Records Appraisal and Disposition Division  
Office of Records Administration  
National Archives and Records Administration (NIR)  
Washington, D.C. 20408

Dear Mr. Hastings:

The attached SF 115, Request for Records Disposition Authority, classified Confidential, is submitted for approval.

In accordance with our agreed procedures, the file series title and generic descriptive information is included on the SF 115. The full-text schedule, classified Secret and cited by number on the SF 115, is maintained at CIA for review by designated NARA appraisers with appropriate national security and liaison clearances. The approved full-text schedule will be transferred eventually to NARA as part of our permanent records holdings.

Also attached for reference is a copy of our letter of 14 December 1981 and the NARA response of 6 July 1982, which together outline requirements for safeguarding SF 115s submitted by the Agency.

Sincerely,

A handwritten signature in cursive script, appearing to read "D. W. Clark".

David W. Clark  
CIA Information Management Officer

Enclosures:

1. SF 115 94-92, dtd Nov 92
2. CIA letter dtd 14 Dec 81, 1 cy
3. NARS letter dtd 6 Jul 82, 1 cy

UNCLASSIFIED WHEN SEPARATED  
FROM ENCLOSURE

CL BY: 0367895  
DECL: OADR  
DRV FM: MIS 1-87

~~CONFIDENTIAL~~

~~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.

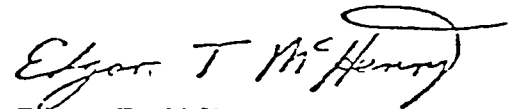
Unclassified When Separated  
From Attachments

~~CONFIDENTIAL~~

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 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.



Edgar T. McHenry  
Agency Records Management Officer

Attachments:  
As stated



General  
Services  
Administration

National Archives  
and  
Records Service

Washington, DC 20408

July 6, 1982

Mr. Edgar T. McHenry  
Agency Records Management Officer  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. McHenry:

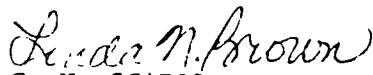
Listed below are actions completed by the National Archives and Records Service (NARS) in response to your December 14, 1981, letter concerning the "Confidential" classification determination by the Central Intelligence Agency (CIA) relating to agency Standard Form 115s, Request for Records Disposition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

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

Enclosure