

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) Central Intelligence Agency	
2 MAJOR SUBDIVISION 10-84	
3 MINOR SUBDIVISION	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE
Michael Nicewarner or Beth Hamilton	(703) 281-8885

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER NI-263-95-1	
DATE RECEIVED 1-11-95	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 7/28/95	ARCHIVIST OF THE UNITED STATES <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 11/5/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Edmund Cohen	TITLE CIA Information Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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.	<p>Permanent Records: Transfer to the National Archives when 50 years old, pending CIA determination that continued Agency retention is not required.</p> <p><u>Investigative Files</u></p> <p>Case files developed during investigations of known or alleged violations of laws, rules or regulations, or mismanagement, gross waste of funds, abuse of authority, or substantial and specific dangers to the public health and safety, and those that result in national media attention, or substantive changes in Agency policy or procedure. Cases relate to Agency personnel and programs and operations administered or financed by the Agency, including contractors and others having a relationship with the Agency. This includes investigative files relating to employee, citizen and other complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments and working papers. Published in the <u>Federal Register</u>, CIA-72, Notification of Systems of Records, Privacy Act of 1974. The <u>Federal Register</u> must be amended if this system is changed or discontinued.</p> <p>Continuation - see attached</p>	(NEW)	

*Copies sent to agency, NNT, NIA 8/10/95*

**Request for Records Disposition Authority - Continuation**

**a. Case files meeting any of the following criteria:**

(1) Investigative case files in which the subject is one of the following:

- the Director of Central Intelligence (DCI);
- the Deputy Director of Central Intelligence (DDCI);
- the Executive Director;
- the Deputy Director for Operations;
- the Deputy Director for Science and Technology;
- the Deputy Director for Intelligence; or
- the Deputy Director for Administration.

*Mike  
N. Lawman  
concern on  
item 1(a)(1)  
JDF  
7-19-95*

(2) Investigative case files which document:

- major violations of criminal law or ethical standards by agency officials or others;
- major issues of mismanagement, waste of funds, abuse of authority, or dangers to public health and safety;
- national media attention;
- Congressional Committee interest; or
- substantive changes in agency policy or procedures.

**PERMANENT.** Place in inactive file when case is closed. Cut off inactive file at the end of the Fiscal Year, then retire to AARC.

**b. Case Files containing information or allegations which are of an investigative nature but do not relate to a specific investigation.** They include anonymous or vague allegations not warranting an investigation, matters referred to other components of the CIA or other agencies for handling, and support files providing general information that may prove useful in Inspector General investigations.

**TEMPORARY.** Place in inactive file when case is closed. Cut off inactive file at the end of the Fiscal Year, hold in current files area for 2 years, then retire to AARC. Destroy 5 years after cutoff. (Complies with GRS 22, Item 1a.)

**c. All other case files.**

**TEMPORARY.** Place in inactive file when case is closed. Cut off inactive file at the end of the Fiscal Year, hold in current files area for 2 years, then retire to AARC. Destroy 10 years after cutoff. (Complies with GRS 22, Item 1b.)

Request for Records Disposition Authority - Continuation

- a. Files containing information or allegations which are of an investigative nature but do not relate to a specific investigation. They include anonymous or vague allegations not warranting an investigation, matters referred to other components of CIA or other agencies for handling, and support files providing general information that may prove useful in Inspector General investigations.

TEMPORARY. Destroy 5 years after cutoff. Cut off inactive file at end of fiscal year, hold in current files area for 2 years, then transfer to AARC. (Complies with GRS 22, Item 1a)

- b. All other investigative case files except those that document violations of criminal law or ethical standards, mismanagement, waste of funds, abuse of authority, or dangers to public health and safety, involving Agency officials or others.

TEMPORARY. Place in inactive files when case is closed. Cut off inactive file at end of fiscal year, hold in current files area for 2 years, then transfer to AARC. Destroy 10 years after cutoff. (Complies with GRS 22, Item 1b)

- c. Investigative case files of unusually significant matters that document major violations of criminal law or ethical standards, mismanagement, waste of funds, abuse of authority or others that are particularly important for oversight and accountability purposes.

PERMANENT. Place in inactive files when case is closed. Cut off inactive file at end of fiscal year, then transfer to AARC. 1975 to present (40 cubic feet). Annual growth rate 12 cubic feet.